

REQUEST FOR RECORDS RETENTION SCHEDULE

To Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE NO. 92

PAGE NO. 1

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

HOUSE CONNECTION OFFICE

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CONTRACT FILE

The contracts used in this office are Labor, Formal and House Connection. The file consists of a form, Specifications and a plan. The form E-519 (8 1/2" X 11") is an itemized daily house connection report with a sketch on the back showing the ties. This form has been discontinued and replaced with the plan. The specifications are pulled from the file after a job is completed. Here they are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated code of 1951). (See Schedule 76, Item 2, Folder 3) The material is filed by contract number and the Labor contracts occupy 6 cubic feet; Formal, 19 1/2 cubic feet; and House Connection, 7 1/2 cubic feet. The file is duplicated in the Construction Office. The contracts are retained in this office for making house connections of water and sewer, until the job is completed. The plan is the only material retained permanently. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PLANS PERMANENTLY. RETAIN OTHER DATA THREE (3) YEARS AND THEN DESTROY.

Approved Hall of Records Commission

2. GENERAL FILE

This file consists of Correspondence, Reports, Work Sheets, etc., as follows:

- (a) Meter Letters - This folder consists of Correspondence pertaining to requests for installation of water meters.
- (b) Correspondence - Inter-office E-50.

Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Record Survey
Title

September 21, 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/7/54
Date

Morris S. Radloff
Archivist

OCT 11 1954

Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4. Form No.

- (c) Special House Connection Jobs - Form E-309 is a special request for a house connection.
- (d) Requisitions - This unnumbered form is used for purchasing material.
- (e) Construction Schedule - This unnumbered form consists of active construction jobs supervised by the Commission for Day Labor.
- (f) Cost Letters - This folder consists of correspondence pertaining to cost of installing water and sewer connections.
- (g) Daily Work Order Sheets - This form C-101-A shows location and material used.
- (h) Completed Cost Job - The form E-720 consists of description of work, cost of labor, material, transportation and street patch.
- (i) Billed Work - This unnumbered form consists of name, address, description of work and cost.

The material is filed by subject and occupies 6 cubic feet for the years 1942 to date. The annual rate of accumulation is 1 1/2 cubic feet.

RECOMMENDATION: RETAIN THREE (3) YEARS AND THEN DESTROY.

3. MISCELLANEOUS REPORTS

This file consists of the following:

- 1. Daily Attendance Report - This unnumbered form is made daily in duplicate and a copy sent to the Construction Office.
- 2. Weekly & Monthly Reports - This unnumbered form (8 1/2" X 11") consists of the number of house connections made. It is also made in duplicate and the copy sent to the Construction Office.
- 3. Weekly Reports - This unnumbered form (8 1/2" X 11") consists of the number of completed meter settings. It is made in duplicate, the copy is sent to the Comptroller's Office.
- 4. Meter Shop Report - This form E-313 (5" X 8") shows the number of meters drawn from the meter shop. This form is duplicated in the Maintenance and Operation Division. The material is filed by subject and occupies 3/4 cubic foot, in the office area.

RECOMMENDATION: RETAIN THREE (3) YEARS AND THEN DESTROY.

*approved Hall of
Records Commission*

*RECEIVED
MAY 11 1954
J. J. McInnes
Hall of Records Commission*

LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.

5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

4.

FOREMAN'S REPORT

This form, a card E-856 (5" X 8"), is a weekly report of water and sewer services. It shows the date, contract number, subdivision and services. This information is posted to the Weekly Report. The material is filed by the month for the years 1953 to date, and occupies 3/4 cubic feet. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.

Approved Hall of Records Commission

5.

WEEKLY REPORT

This unnumbered form (8 1/2" X 11") consists of house connections installed by the Commission and Contractors. The information on the Foreman's Report is posted to this form. The material is filed by subject in the miscellaneous file for the years 1953 to date, and occupies 1 folder. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of Records Commission

6.

GRADE CARDS

This unnumbered form (5" X 8") shows the elevation for setting the meter. It shows the location, date, etc. The material is filed by subdivision and occupies 1/2 cubic feet for the years 1952 to date. The annual rate of accumulation is 2 cubic feet. There are no duplications.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of Records Commission

7.

FOREMAN JOBS

This file consists of a form E-519 and a plan both of which are described in the Contract File of this Schedule, Item 1. These are jobs by the Commission Foreman and retained for reference. The material is filed by the Foreman's name and occupies 1 1/2 cubic feet. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of Records Commission

OCT 11 1954

[Signature]